

JOB DESCRIPTION



Organization:	QATPL	Department:	Coordination	Date:	2026
Position:	General Manager Coordination	Supervisor's Position:	Chief Executive Officer	Approval:	

PURPOSE

This position manages CSR activities, ensures compliance with defined CSR structure, frameworks, Laws, Rules and SOPs; Oversees administrative arrangements to ensure smooth functioning of CSR activities. Supervises end to end management of CSR operations. Generate new ideas for company CSR activities and placement of the same to the Competent Authority. These responsibilities are carried out **WITH** the objective to enable high performance culture, learning environment, increasing employee efficiency and validate alignment with organization's objectives and strategy, foster a workplace environment consistent with the values and mission of the organization **WITHIN** the limits of established company policies and procedures, directions/guidelines from management / Board, CSR Policy & procedures, CSR Manual, Laws of Pakistan and statutory requirements.

Knowledge:	– Knowledge of CSR Frameworks – Thorough knowledge of Organization Behaviour, Culture and Design – Comprehensive knowledge of market / industry trends – Knowledge of Statutory requirements – Basic knowledge of Project Management – Good knowledge of the principles and techniques of Administrative Management – Good knowledge of Contract Management – Knowledge of Risk Analysis Techniques
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KEY AREAS OF RESPONSIBILITY

1	CSR Activities
	– To conduct survey of the community dwelling in vicinity of the plant along with relevant government / district authorities for collecting data and preparing proposals for the welfare of the community. – To identify and execute various CSR initiatives / activities in the sectors earmarked by the NEPRA / SECP Guidelines /Board of Directors including health, education, environment, sports etc. for the betterment of targeted community. – Act as Secretary of the Trust, if established, for CSR initiatives / activities to be undertaken by the company. – To conduct meetings of the Board of Trustees / CSR Committee from time to time. – To coordinate with the consultant / contractor providing services, undertaking works, supplying goods etc. for the purposes of CSR activities / Trust. – To coordinate with Procurement / Admin wing of the company for procurements various services, goods, works etc. for undertaking CSR activities. – Prepare progress reports and present the same before CSR Committee and Board of Directors on regular intervals for appraisal and guidance from Board or the Committee. – Overall supervision of CSR activities / initiatives and effective and efficient co-ordination among the Trust, Company, District Authorities, Government Departments / Organizations and other stakeholders.
2	Coordination with Regulatory Bodies – Government Entities
	– Establishes and maintains positive and productive relationships within the industry, government organizations, respective communities, and national and international stakeholders (contractors); Ensures protection of organization's business interests. – Liaises with regulatory bodies and government authorities; Engages with concerned stakeholders; Devises control mechanism to ensure compliance of QATPL CSR Policy. – Coordinate with different stakeholders to ensure prompt completion of CSR activities.

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	– Participates in resolution of all open legal, contractual and commercial disputes involving the organization and issues affecting the CSR. – Identifies financial, legal, technical and procedural non-compliances; Supports departments and relevant stakeholders for resolution of compliance related issues through thorough delivery of contractual understandings regarding CSR.
3	Energy Center of Excellence (ECOC)
	– -Monitoring implementation of the ECOC Agreement while ensuring due and timely adherence by HEI to all its commitments therein. – -Overseeing the MSc Program conducted in ECOC in collaboration with UET, Lahore and shall take a monthly report from the MSc faculty on the ongoing student activities. – -Devising a vision and mission of ECOC, plans / programs for its sustainable operations, and identifying any / all critical issues for the competent authority. – Oversee Simple Cycle and Combine Cycle training programs. – -Recommendations to the CEO on any / all matters / issues as and when desired by the learned CEO vis-à-vis operations and / or maintenance of the ECOC.
4	People Management
	– Provides effective and inspiring leadership to direct reports; Ensures parity among subordinates with regards to learning and growth opportunities. – Helps creating a conducive working environment to build and sustain an engaged and committed team. – Creates a sense of purpose and self-fulfilment among subordinates; creates the need for empathy when necessary. – Delegates the responsibilities to the direct reports and creates a sense of urgency; Keeps the team emotionally aware, sensitive and open to accept planned changes for the greater good. – Leads by example, motivates and maintains a competent and high performing staff, capable to meet current and future needs; Identifies training and development requirements of subordinates to take future roles. – Manages performance of direct reports through objective setting, continuous support, feedback and formal appraisal; Coordinates with HR for recruitment of new talent under the Trust. – Performs any other work assigned by the Management.